

AFLCMC/WF Air Force Security Assistance and Cooperation (AFSAC) Directorate

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U.S. AIR FORCE

Report.We b Tutorial

**AFSAC Schoolhouse
DSN 674-2642
(937) 904-2642
Last revised: June
2016**

Integrity ★ Service ★ Excellence



Description Report.Web



- **Developed to deliver Security Assistance Management Information System (SAMIS) reports electronically via secure website**
- **Saves money by eliminating unwanted printed reports**
- **Enables end-user to:**
 - Electronically search for report with specific information
 - Download copy of report for future research
 - Download report to send as an e-mail attachment
 - Print specific page or pages
- **Access to reports is limited to individual user's Manager Distribution Designator (MDD) from SAMIS**
- **Access to SAMIS "Push" and "Pull" reports ONLY**



Password and ID Report.Web



To obtain a Report.Web User-ID and password

- **For personnel OUTSIDE of AFSAC:**

- Must have a SAMIS or AFSAC Online account
- Send an email to:
afsac.samis.report.web@wpafb.af.mil
- Specify you are an external user
- A Track-it ticket will be opened and an account will be established

- **For AFSAC personnel:**

- You must also have a SAMIS or AFSAC Online account
- Open a Track-it ticket



SAMIS

Reporting Media Example

SAMIS 26 March 2010 (10085) TIME: 10:20:06 MDD: AFL
***** CATEGORY 1 DATA SELECTION SCREEN 165A *****

ENTER SELECTION PARAMETER: _

B. CC,CASE,LINE ITEM

D. CC,PROJECT CODE

F. CC

C. CC,CASE

E. CC,PURCHASER SERVICE CODE

ENTER VALUES FOR FIELDS AS NEEDED:

CC: _ CASE: _ LI: _ PROJECT: _ PUR SERVICE CODE: _

REPORTING MEDIA:

A. REPORT

B. CRT

ENTER Y TO REPORT

Note: To receive a report in Report.Web, you have to request the report in SAMIS first.

If a SAMIS screen has the "Reporting Media" option for a "Report" or a "List", then you can get an electronic copy of the report in Report.Web the next day.

ENTER S FOR SUMMARY REPORT

OR D FOR DETAIL REPORT: _

ENTER DATA SELECTION OPTION DESIRE

A. OPEN ONLY

B. OPEN,CLOSED,COMPLETE (ACTIVE)

C. OPEN,CLOSED,COMPLETE (ACTIVE & INACTIVE)

ENTER Y FOR NARR ON BATCH: _ ☐

**ALTERNATE OPTION:

QUICK ACCESS ID OR H-HELP.O-QUIT.R-RETURN TO TOP**



AFSAC Online Home Page

<https://afsac.wpafb.af.mil>

AFSAC Online

Apps

Resources

Help

Sign In / Register



Sign In

Sign In

Register for an Account

Reset Password

U.S. Air Force photo by Staff Sgt. Nick Wilson

AFSAC Online

Supporting Worldwide Partnerships

The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.

--DSL or high-speed internet connection recommended.





AFSAC Online Feedback/Technical Assistance

AFSAC Online

Apps Resources **Help** Sign In / Register

Briefings

- AFSAC Online Overview
- LOR: LOR Automation CCM
- Logistics: Overview
- Logistics: App Suite
- Financial: Overview
- Financial: CASE Financial Dashboard
- Tech Orders: Tech Order Index
- FLO: MILSTRIP-SAMIS
- FLO: Researching Supply
- FLO: Supply Requisitioning
- FLO: Supply Status

Tutorials

- LOR: LOR Automation Tool
- Logistics: App Suite - Catalog
- Logistics: App Suite - Reqn Hist
- Logistics: Controlled Exception Viewer
- Logistics: Open Doc # Query
- Logistics: Online Req
- Logistics: R/R Cross Ref
- Logistics: Open Daily NMCS
- Logistics: Open Req Status
- SDR: Online Tools Overview
- SDR: Submission Tool
- SDR: Customer Query
- SDR: Monthly Report
- Report.Web

Leave Feedback

U.S. Air Force photo by Staff Sgt. Nick Wilson

AFSAC Online

Supporting Worldwide Partnerships

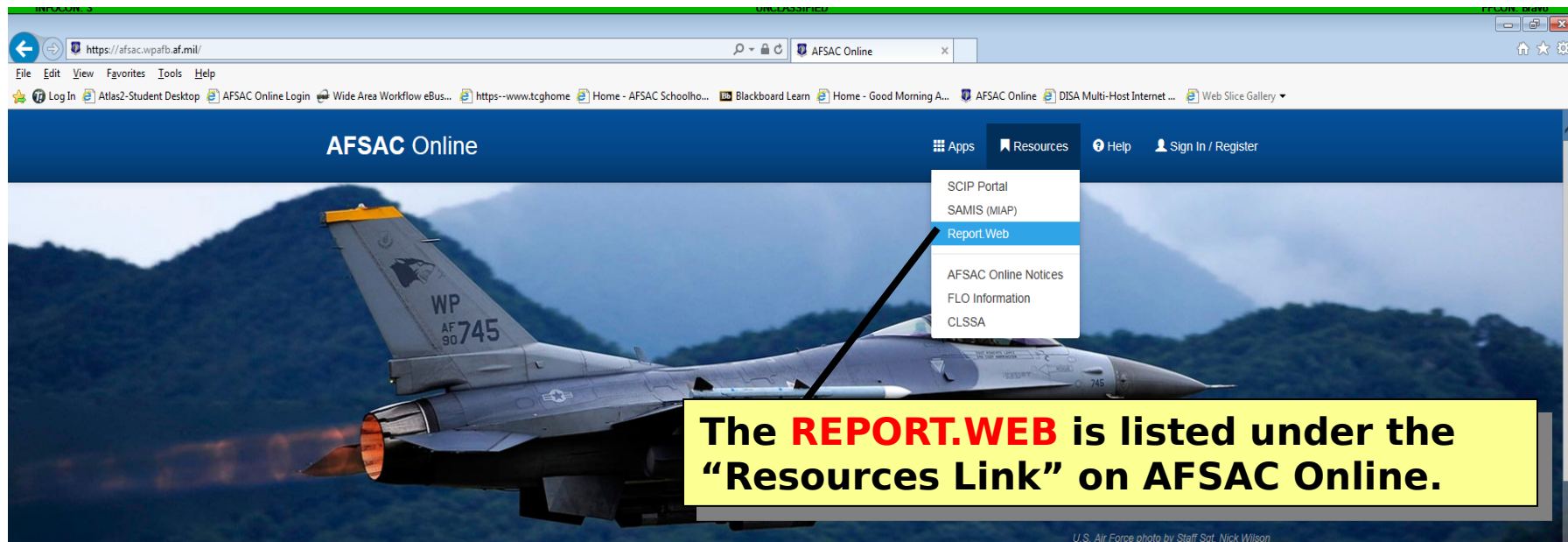
AFSAC
visibility

Leave "Feedback" under the Help area to document questions/comments about AFSAC Online tools.





Report.Web - Select Report.Web Login



AFSAC Online

Supporting Worldwide Partnerships

AFSAC Online offers a range of business applications providing customers with visibility into their country programs.



PROS

PROS provides procurement and maintenance support for a wide range of nonstandard and difficult-to-support standard items and is also a contracting vehicle for specialized technical services through task orders.

WWRS

World Wide Warehouse Redistribution Services (WWRS) accepts materiel back on behalf of the US Government in order to fill other FMS requisitions.

[View details »](#)

LOR

The LOR Automation Tool was developed to reduce the process time from an LOR to a Letter of Acceptance (LOA), Price and Availability (P&A), or an Amendment or Modification to an existing LOA.

[View details »](#)

Metrics

The AFSAC Metrics tool automates the production of regularly produced metrics and provides quick access to data.

[View details »](#)



Report.Web - Login User Name & Password

AFSAC Online

Report.Web

Report.Web provides access to SAMIS, CMCS, and FETODS(ETO/ITO) reports. Reports can be searched, saved, and printed.

Report.Web Accounts

Obtain an Account

A separate account is required to access Report.Web. Report.Web accounts are created automatically for CMCS and FETODS users. SAMIS users must issue a separate request for the account. If you haven't registered already, go to the [Registration](#) page and submit a DD 2875 for SAMIS, CMCS, or FETODS. Please read the instructions carefully and check all the options in the applicable category to avoid having the form rejected.

SAMIS

After your SAMIS account is created, issue a request for a Report.Web account.

- **AFSAC SAMIS Users:** submit a Track-It Ticket requesting a Report.Web account.
- **External SAMIS Users:** email request for Report.Web account to [afmcc@wpafb.af.mil](#). For ITOs, please indicate the person who should receive the account.

CMCS

Report.Web accounts are created automatically with CMCS accounts.

FETODS

When requesting your FETODS account:

- **For Interim Tech Orders (ITOs):** enter the email address of the ITO into Box 27 of DD 2875.
- **For Electronic Tech Orders (ETOs):** enter the requested TO number.

Password Information

You must change your password the first time you log in. Whenever you are prompted to change your password you must include the server name. (e.g. If your account name is

Both Username/Password and CAC login are available:

1. Click (Password) link if you do not have a CAC card. Note: Account is different than SAMIS account.
2. Click (CAC) link if you have a CAC.

Report.Web (Password) »

Report.Web (CAC) »

WPAFB CAC users only (select email certificate)

Report.Web Resources

How To

- [Save a Report](#)
- [Open a Report in WordPad](#)
- [Go to a Specific Page](#)
- [Search within a Report](#)

Additional Information

- [Report.Web Overview](#)
- [Report.Web Tutorial](#)
- [Account Information](#)
- [Password Composition](#)



Report.Web - Home Page View

[Home](#) [Folder View](#) [Date View](#) [Name View](#) [Search](#) [Favorites](#)

[Home](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
Software Solutions

v3.2.0.39

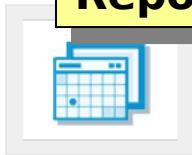
Welcome to your Report.Web Home page!

When you log in, the Home Page View is the default view of Report.Web.

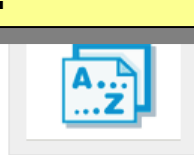
What would you like to do?



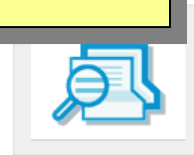
[View reports by folder](#)



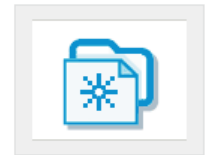
[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	

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Note: Report.Web allows you access to only your own SAMIS “push” and/or “pull” reports.



Report.Web - Home Page - Navigation Bar

[Home](#) [Folder View](#) [Date View](#) [Name View](#) [Search](#) [Favorites](#)

[Home](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
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Welcome to your Report.Web Home page!

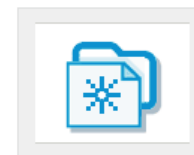
v3.2.0.39

What would you like to do?



[View reports by folder](#)

There are several ways to navigate through the reports stored in Report.Web. The Navigation Bar can be used to display previously created reports.



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	



Report.Web - Home Page - Navigation Icons

Home	Folder View	Date View	Name View	Search	Favorites
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[Home](#)

[Help](#)
[Logout](#)
[Preferences](#)

ASG
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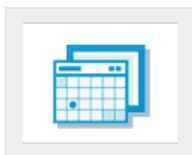
Welcome to your Report.Web Home page!

v3.2.0.39

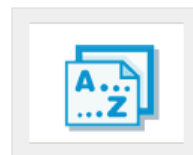
What would you like to do?



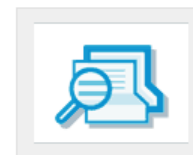
[View reports by folder](#)



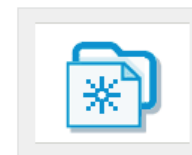
[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	The Navigation Icons can also be used to display previously created reports.		Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte			Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order			Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte			Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.			Online	2011-10-20 20:26:24	



Report.Web - Home Page - Most Recent Viewed

[Home](#) [Folder View](#) [Date View](#) [Name View](#) [Search](#) [Favorites](#)

[Home](#)

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[Preferences](#) **ASG**
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Welcome to your Report.Web Home page!

v3.2.0.39

What would you like to do?



[View reports by folder](#)

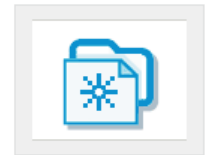
This section displays your most recently viewed reports.



[View reports by date](#)



[View reports by name](#)



[Search for reports](#)

[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	

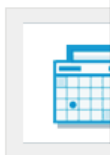


Report.Web - Home Page - Save Report to Favorites

[Home](#)[Folder View](#)[Date View](#)[Name View](#)[Search](#)[Favorites](#)[Home](#)[Help](#)
[Logout](#)
[Preferences](#)
ASG
Software Solutions[Welcome to your Report.Web Home page!](#)

v3.2.0.39

What would you like to do?

[View reports by folder](#)[View reports by date](#)

These action buttons can be used to save a report to your favorites section for easier access to those reports in the future.

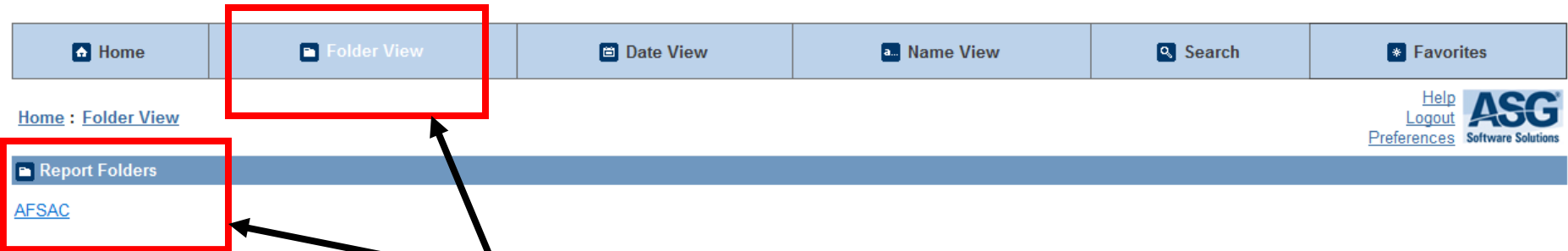
[View reports by name](#)[Search for reports](#)[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	



Report.Web - Folder View



“Folder View” opens the “Report Folders” available to you in Report.Web. In this example the “AFSAC” folder appears.

Click on the “AFSAC” link to display the reports stored in this folder.

Note: The next few slides explain the use of the Navigation Bar.



Report.Web - Report Date View

Home : [Date View](#)

Home Folder View **Date View** Name View Search Favorites

Help
Logout
Preferences **ASG**
Software Solutions

Report Publish Dates

2011-11-08	2011-10-27	2011-10-15	2011-10-03
2011-11-07	2011-10-26	2011-10-14	2011-09-30
2011-11-06	2011-10-25	2011-10-13	2011-09-29
2011-11-05	2011-10-24	2011-10-12	2011-09-28
2011-11-04	2011-10-23	2011-10-11	2011-09-27
2011-11-03	2011-10-22	2011-10-10	2011-09-26
2011-11-02	2011-10-21	2011-10-09	2011-09-22
2011-11-01	2011-10-20	2011-10-08	2011-09-21
2011-10-31	2011-10-19	2011-10-07	2011-09-20
2011-10-30	2011-10-18	2011-10-06	2011-09-19
2011-10-29	2011-10-17	2011-10-05	2011-09-16
2011-10-28	2011-10-16	2011-10-04	2011-09-15

Page 1 of 4 > > Jump to page: GO

“Date View” opens the “Report Publish Dates” available to you in Report.Web. In this example the last 48 dates that a report was created appear.

Click on a “Date” link to display the reports stored on this date.



Report.Web - Report Name View

[Home](#) [Folder View](#) [Date View](#) [a... Name View](#) [Search](#) [Favorites](#)

Home : [Name View](#)

Help
Logout
Preferences

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[a... Report Names](#)

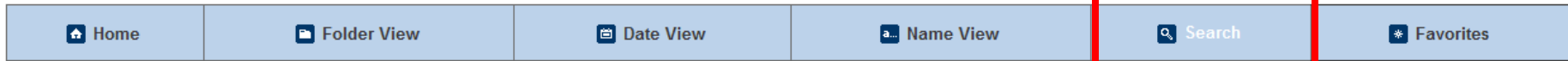
- * [115 HAQ - Input/Output](#)
- * [120 HIA- Qtr MRRL](#)
- * [123 HID - Mat. Rep. Req.](#)
- * [124 HIE - Accept. List](#)
- * [138 JAD - Uncorr. CEX](#)
- * [150 HAT - Open Req.](#)
- * [153 HAV - Delinq ship sta](#)
- * [155 HAW - Open Requist.](#)
- * [156 HAX - ESD range inte](#)
- * [165A HBC - custom order](#)
- * [174 HIH - Mat repair req](#)
- * [180A HBE - Stock num inte](#)
- * [185 HBY - Delivery Data](#)
- * [189A HBG - DELIVERY DATA](#)
- * [195A HBI - Ship Status In](#)
- * [187 HBJ - FREIGHT FORWARD](#)
- * [190 HBK - Cancellation](#)
- * [193A HBL - Req Man Stat](#)
- * [198A HBN - ROD Deliveries](#)
- * [199 HBO - R&R Cross Ref](#)
- * [205 HDS - Contract Data R](#)
- * [211 EAF - CASE / LINE ITE](#)
- * [212 EAE - Case/Line item](#)
- * [269 HEJ - D6E interrogati](#)

Page 1 of 2 > >> Jump to page: GO

“Name View” opens the “Report Names” available to you in Report.Web. In this example the last 24 reports that were created appear. Click on a “Report Name” link to display the report.



Report.Web - Search Report Tool



[Home](#) : [Search](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
Software Solutions

[Report Search](#)

To search for a report, enter search criteria into one or more fields below then click Search.

Report Properties

Folder Name:

Report Name:

Report Description:

Report Section:

Start Publish Date: Nov 08 2011

End Publish Date: Nov 08 2011

Wildcard characters * and ? may be used to enhance your report search. Click [Help](#) for more information.

Containing a Word or Phrase

Search string: Basic WRF Searching is enabled.
The search string syntax for Basic WRF Searching and Advanced Searching differs. Click [Help](#) for more information.

Search

“Search” opens the “Report Search” data window. Fill in the Search Fields for the report you wish to find.

Click on “Search” button when fields are complete.



Report.Web - Favorite Report View



[Home](#) : [Favorites](#)

[Help](#)
[Logout](#)
[Preferences](#)
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* Favorites

Here are your favorite reports. To view reports click on the Name text.

<input checked="" type="checkbox"/>	Type	Name	Status	Published
<input type="checkbox"/>		Requisition History for QAJ [Rename]	Online	2011-11-08 00:50:02

To add a report to your Favorites list, go to any report or document list and click the Add Favorites icon .

To remove reports from your Favorites list, check one or more checkboxes above and click Delete Selected. To rename a favorite, click [\[Rename\]](#).

Click [here](#) to return to your previous activity.

**“Favorites”
opens the
“Favorites” data
window.**

**Click on the title
of the report you
wish to open.**



Report.Web - Favorite Report View

Home

Folder View

Date View

Name View

Search

Favorites

[Home](#) : [Favorites](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASQ**
Software Solutions

* Favorites

Here are your favorite reports. To view reports click on the Name text.

<input checked="" type="checkbox"/>	Type	Name	Status	Published
<input type="checkbox"/>		Requisition History for QAJ [Rename]	Online	2011-11-08 00:50:02

To add a report to your Favorites list, go to any report or document list and click the Add Favorites icon .

To remove reports from your Favorites list, check one or more checkboxes above and click Delete Selected. To rename a favorite, click [Rename].

Click [here](#) to return to your previous activity.

**Follow these
instructions to “add” or
“delete” a report to the
Favorites View.**



Report.Web - Report Date View - Example



[Home](#) : [Date View](#)

[Help](#)
[Logout](#)
[Preferences](#)



Report Publish Dates			
2011-11-08	2011-10-27	2011-10-15	2011-10-03
2011-11-07	2011-10-26	2011-10-14	2011-09-30
2011-11-06	2011-10-25	2011-10-13	2011-09-29
2011-11-05	2011-10-24	2011-10-12	2011-09-28
2011-11-04	2011-10-23	2011-10-11	2011-09-27
2011-11-03	2011-10-22	2011-10-10	2011-09-26
2011-11-02	2011-10-21	2011-10-09	2011-09-22
2011-11-01	2011-10-20	2011-10-08	2011-09-21
2011-10-31	2011-10-19	2011-10-07	2011-09-20
2011-10-30	2011-10-18	2011-10-06	2011-09-19
2011-10-29	2011-10-17	2011-10-05	2011-09-16
2011-10-28	2011-10-16	2011-10-04	2011-09-15

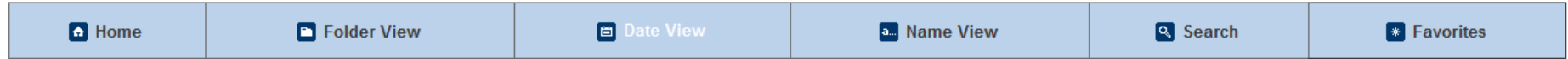
Page 1 of 4 [>](#) [>>](#) Jump to page: [GO](#)

Report “Date View” - Example

1. Click on “Date View” button.
2. Click on the desired date from the “Report Publish Dates” list.



Report.Web - Date Selected View



[Home](#) : [Date View](#) : 2011-11-08

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
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Report Names

- * [165A HBC - custom order](#)
- * [180A HBE - Stock num inte](#)

Note: The selected date becomes part of the report path.

3. Click on the name of the desired report.



Downloaded from <http://ajph.org/> on November 10, 2014

[Home](#) : [Date View](#) : [2011-11-08](#) : [165A HBC - custom order](#)

[Help](#)
[Logout](#)
[Preferences](#)

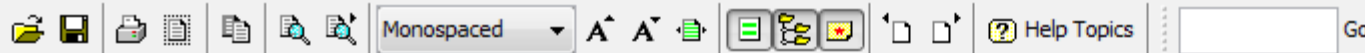


4. Click on the “Description” of the desired report and the report will open.

4. Click on the “Description” of the desired report and the report will open.



Report.Web - Report Viewer Toolbar



COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

When you log in, the Home Page View is the default view of Report.Web.

AFL OFFICE: ARSB
07 NOV 2011 (11311)
N: DETAIL

PAGE: 1

DI	RIC	M	STOCK NUMBER		UI	QTY	DOCUMENT NR	D	SUADDR	S	FC	LI	PRJ	IP	RDD	AS	FOL	TRA	P	E	B	P	B	N	P	F	P	G	C	UNIT PRICE/	PROC
		S						E		I					ESD		UP	MDD	R	C	C	D	P	F	P	Z	C	F	C	CEX/CORR UI	DATE
DI	SFX	RIC	STOCK NUMBER		UI	QTY	DOCUMENT NR	M	SUADDR	G	FC	LI	PRJ	FIA	TRAN	ASI	INT	O	E	B	S	PSC	INP	M	I	FIA	EXT	VAL	PROC		
														DATE	ISI			P	C	C	S			IND			CEX NR	DATE			
DI	RIC	M	STOCK NUMBER		UI	QTY	DOCUMENT NR	/	SUADDR	/	FC	LI	SHD	IP	SHP	UNT	CTL	NR	ADJ	POE	MDD	MOS						CEX NR			
		S											TRA		IF	BILL NR			ADV	DT	AVL										
DI	SHPDT		STOCK NUMBER		UI	QTY	DOCUMENT NR	S	SUADDR		RDD	LI	RSC	SHIPMENT								LST	CCI	CEX NR	COR/ACT	PROC					
	ESD	M	SHPNR	MAN NR	BOX NR			F		T	RCV/EDD		PI	IDENTIFICATION								DIC			CODE	DATE					
DS	RIC	R	STOCK NUMBER		UI	QTY	DOCUMENT NR	X	SUADDR	B	FC	POE	P	DEL	DC	B	NR/	I	S/	M	E	B	AD	LIM	MDD	V	LI	EXTENDED			
	A									C			C	DT	PC	RIT	I	T	S	C	C	AL	CD					\$ VALUE			

NAME: LANYARD,SAFETY,INDU										STATUS: OPEN										NARR: YES									
A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	12213	BB	F77	R	U	S	Y								1,488.50	
A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03		26	F77	WA5	R	U	S								1,488.50	11132
AE3	F77	S	4240015457210BA	EA	5	D	24511320750		DA2QAJ		4F	001	03	1153	BD	F77	133											1,488.50	11133

Note: Country code has been erased from this report.



Report.Web - Search - Go to page

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC

SELECTION PARAMETER: (C) COUNTRY: CASE: QAJ LINE: DOCUMENT NUMBER:

PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POINT: OPTION: DETAIL

SEQ: CC,CASE,LI,DOCNR HISTORY START DATE: 00000 END DATE: 00000 HISTORY REQUESTED: OPEN ONLY

PAGE: 1

DOCUMENT NUMBER HISTORY

DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	D	SUADDR	S	FC	LI	PRJ	IP	RDD	AS	FOL	TRA	P	E	B	P	B	N	P	F	P	G	C	UNIT PRICE/	PROC
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR	M	SUADDR	G	FC	LI																		PROC	
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	/	SUADDR	/	FC	LI																		DATE	
DI	SHPD	T	STOCK NUMBER	UI	QTY	DOCUMENT NR	S	SUADDR			RDD																		PROC	
DI	ESD	M	SHPNR	MAN NR	BOX NR		F				T	RCV/ED																	DATE	
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT NR	X	SUADDR	B	FC	POE	P	DEL	DC	B	NR/	I	S/	M	E	B	AD	LIM	MDD	V	LI		EXTENDED		
		A									C		C	DT	PC	RIT	I	T	S	C	C	AL	CD					I	\$ VALUE	

NAME: LANYARD,SAFETY,INDU STATUS: OPEN NARR: YES

A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	12213	BB	F77	R	U	S										1,488.50	
A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03		26	F77	WA5	R	U	S									1,488.50	11132
AE3	F77	S	4240015457210BA	EA	5	D	24511320750		DA2QAJ		4F	001	03	1153	BD	F77	133												1,488.50	11133

You can go to a specific page in the report by entering the page number in the window and click "Go" button.

Note: Country code has been erased from this report.



Report.Web - Search - Go to page Example

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC
SELECTION PARAMETER: (B) COUNTRY: CASE: QBR LINE: 001 DOCUMENT NUMBER:
PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POINT: OPTION: DETAIL
SEQ: CC,CASE,LI,DOCNR HISTORY START DATE: 00000 END DATE: 00000 HISTORY REQUESTED: OPEN ONLY

MDD: AFL OFFICE: ARSB
DATE: 15 NOV 2011 (11319)

PAGE: 3

Because SAMIS links all "Like" reports together, the page number on the report may not match the total number of pages in the report. For example, we asked for page 6 which is page 3 of the second linked report.

Note: "Like" reports, for example, might be all SAMIS 165A reports requested on the same day.

Note: Country code has been erased from this report.

DI	RIC	M	STOCK NUMBER	UI
DI	SFX	RIC	STOCK NUMBER	UI
DI	RIC	M	STOCK NUMBER	UI
DI	SHPD	T	STOCK NUMBER	UI
DS	RIC	R	STOCK NUMBER	UI

FOL	TRA	P	E	B	P	B	N	P	F	P	G	C	UNIT	PRICE/	PROC
UP	MDD	R	C	C	D	P	F	P	Z	C	F	C	CEX/CORR	UI	DATE
SI	INT	O	E	B	S	P	S	C	INP	M	I	FIA	EXT	VAL	PROC
SI	P	C	C	S	IND	CEX	NR	DATE							
CTL	NR	ADJ	POE	MDD	MOS	CEX	NR								
L	NR	ADV	DT	AVL	DT										
SHIPMENT															
ENTIFICATION															
I	S/	M	E	B	AD	LIM	MDD	V	LI						
I	T	S	C	C	AL	CD		I							

NAME:	PIN,	STRAIGHT,	HEAD
A01	SMS	U	5315014195021
A01	SMS	U	5315014195021
AE3	SMS	U	5315014195021
AT1	SMS	*	5315014195021
AF3	SMS	0	5315014195021

Y	30.08
30.45	11154
30.45	11155
.00	11169
999999999	11170



Report.Web - Search - Find Text Example

You can also search for a specific text string:

1. Click on the "Find" icon.
2. Enter text string in window.
3. Click on the "Find" button.

Find within Report

Find what:

☐ Case sensitive - upper and lower case characters must match

☐ Wrap around - search from the top if no match below

☐ Whole word search

Find

Cancel

Note: Country code has been erased from this report.

G C	UNIT PRICE/	PROC
F C	CEX/CORR UI	DATE
M I	FIA EXT VAL	PROC
	CEX NR	DATE
S	CEX NR	
CEX NR	COR/ACT	PROC
	CODE	DATE
	EXTENDED	
	\$ VALUE	

1,488.50
1,488.50 11132
1,488.50 11133
999999999 11138
1,488.50 11140

DUE OUT QTY: 5

L: 7,442.50



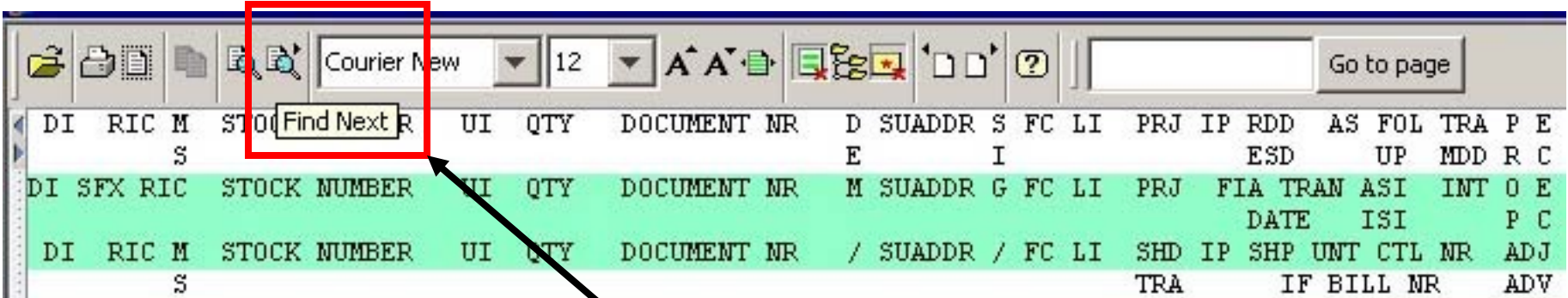
Report.Web - Search - Find Text Example

Courier New										12	Go to page																		
DI	RIC	M	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	D	SUADDR	S	FC	LI	PRJ	IP	RDD	AS	FOL	TRA	P	E	B	P	B	N	P	F	P	
	S								E		I					ESD		UP	MDD	R	C	C	D	P	F	P	Z	C	
DI	SFX	RIC	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	M	SUADDR	G	FC	LI	PRJ	FIA	TRAN	ASI	INT	O	E	B	S	P	S	C		INP		
															DATE	ISI			P	C	C	S				IND			
DI	RIC	M	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	/	SUADDR	/	FC	LI	SHD	IP	SHP	UNT	CTL	NR	ADJ		POE		MDD		M			
	S													TRA		IF	BILL	NR	ADV	DT	AVL					D			
DI	SHPDT		STOCK	NUMBER	UI	QTY	DOCUMENT	NR	S	SUADDR		RDD	LI	RSC				SHIPMENT							LST	CCI			
	ESD	M	SHPNR	MAN	NR	BOX	NR		F		T	RCV/EDD		PI			IDENTIFICATION								DIC				
DS	RIC	R	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	X	SUADDR	B	FC	POE	P	DEL	DC	B	NR/	I	S/	M	E	B	AD	LIM	MDD	V	L	
	A										C			C	DT	PC	RIT	I	T	S	C	C	AL	CD		I			
Text string is found and highlighted for you.																													
NAME: INITIATOR, PROPELLAN										STATUS: OPEN										NARR: YES									
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	08087	BV	FGZ		D	N	S		Y	2			
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	A22	2L	FGZ	DDP	D	N	S						
AE1	FGZ	U	1377004897476	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	8046	BB	FGZ	077									
AE1	FGZ	U	1377004897476	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	8046	BZ	FGZ	178									
AE2	FGZ	U	1377012418150	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	8046	BZ	FGZ	178									
AE5	FGZ	U	1377012418150	ES	EA	14	D	E8560767604	N	DZ2		L	4F			15												F	
AE3	FGZ	U	1377012418150	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	8087	BV	FGZ	043									
AE2	FGZ	U	1377012418150	ES	EA	14	D	E8560767604	N	DZ2		L	4F			15													
AE2	FGZ	U	1377012418150	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	8087	BV	FGZ	043									
ORIG RQM QTY: 14										CURRENT QTY: 14										CNCLD QTY: 0									
ORIG RQM VAL: 60,648.00										CURRENT VAL: 41,738.34										DLVD QTY: 0									
																				DLVD VAL: 0.00									
																				ORDERED VAL:									
NAME: INITIATOR, PROPELLAN																													
STATUS: OPEN										NARR: YES																			
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767605	N	DZ2		L	4F			06	08087	BV	FGZ		D	N	S		Y	2			
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767605	N	DZ2		L	4F			06	A21	2L	FGZ	DDP	D	N	S						
AE3	FGZ	U	1377004897476	ES	EA	14	D	E8560767605	N	DZ2		L	4F			06	8046	BB	FGZ	077									
AE3	FGZ	U	1377004897476	ES	EA	14	D	E8560767605	N	DZ2		L	4F			06	8046	BZ	FGZ	178									

Note: Country code has been erased from this report.



Report.Web - Search - Find Next Text Example



If you desire to find the next occurrence of the same text string, press the “Find Next” button.

Note: Country code has been erased from this report.



Report.Web - Save Report (.txt format)



COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC

MDD: AFL OFFICE: ARSB

SELECTION PARAMETER: (B) COUNTRY: CASE: QBR LINE: 001 DOCUMENT NUMBER:

DATE: 15 NOV 2011 (11319)

PROJ CODE: PSC: 1ST POS DOC SERIAL NR:

SEQ: CC,CASE,LI,DOCNR HISTORY START DATE: 00000

**To save your report outside of
Report.Web**

First, Click on "Save" icon.

DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	First, click on Save icon.																PRICE/	PROC				
							E	I	ESD	UP	MDD	R	C	C	D	P	F	P	Z	C	F	C	CEX/CORR		UI	DATE		
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR	M	SUADDR	G	FC	LI	PRJ	FIA	TRAN	ASI	INT	O	E	B	S	PSC	INP	M	I	FIA	EXT	VAL	PROC
														DATE	ISI			P	C	C	S					CEX	NR	DATE
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	/	SUADDR	/	FC	LI	SHD	IP	SHP	UNT	CTL	NR	ADJ	POE	MDD	MOS					CEX	NR	
		S										TRA		IF	BILL	NR		ADV	DT	AVL		DT						
DI	SHPDT		STOCK NUMBER	UI	QTY	DOCUMENT NR	S	SUADDR		RDD	LI	RSC		SHIPMENT							LST	CCI	CEX	NR	COR/ACT	PROC		
	ESD	M	SHPNR	MAN	NR	BOX	F		T	RCV/EDD		PI		IDENTIFICATION						DIC					CODE	DATE		
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT NR	X	SUADDR	B	FC	POE	P	DEL	DC	B	NR/	I	S/	M	E	B	AD	LIM	MDD	V	LI	EXTENDED	
	A								C			C	DT	PC	RIT	I	T	S	C	C	AL	CD					\$ VALUE	

NAME: PIN,STRAIGHT,HEADLE

STATUS: OPEN

NARR: NO

A01	SMS	U	5315014195021SX	EA	20	05411542826	R	D	QBR	L	NL	001	03	12162	BZ	SMS	N	9	Y							30.08	
A01	SMS	U	5315014195021SX	EA	20	D	05411542826	R	D	QBR	L	NL	001	03	A01	2B	SMS	N	9							30.45	11154
AE3	SMS	U	5315014195021	EA	20	D	05411542826		D	QBR		NL	001	03	2038	BZ	SMS	155								30.45	11155
AT1	SMS	*	5315014195021SX	EA	20	D	05411542826	R	D	QBR	L	NL	001	03	A01	2B	FNH									.00	11169
AF3	SMS	O	5315014195021	EA	20	D	05411542826		D	QBR		NL	001	03	2038	BZ	SMS	170								999999999	11170

**Note: Country code has been erased from
this report.**



Report.Web - Save to File (.txt)

Save Report

Save in: Desktop

Recent Items

Desktop

My Documents

Computer

Network

online

0003DA11.txt

0003E767.txt

File name: 0003EB05.txt

Files of type: Text File (*.txt)

Save

Cancel

Pages to save:

There are 15 pages in this report.

Enter a list of pages or range of pages, to be saved.

For example, if you enter: 2, 5-9, 42 45

The saved file will contain the pages 2, 5 to 9, 42, 45

Note: The “Save Report” window opens.

- 1. Set the “Save in:” file path.**
- 2. Enter the “File name:” and set the “Files of type:” to “Text File (*.txt)”**
- 3. Enter the “Pages to save:” using the rules listed.**
- 4. Click the “Save” button.**

Note: Once the file is saved as a “.txt” file, it can be viewed using any text viewing program.



Report.Web - Print Report

Here's how to Print report:

1. Select the "Print" icon.
2. Select the "Printer" name.
3. Enter the range of "Pages" or select "All" pages you wish to print.
4. Click on the "OK" button.

PCN: U-W001.-HBC
SELECTION PARAMETER: (B) COUNT
PROJ CODE: PSC: 1
SEQ: CC,CASE,LI,DOCNR HIST

DI	RIC	M	STOCK NUMBER	UI
		S		
DI	SFX	RIC	STOCK NUMBER	UI
		S		
DI	RIC	M	STOCK NUMBER	UI
		S		
DI	SHPD	T	STOCK NUMBER	UI
	ESD	M	SHPNR MAN NR	B
DS	RIC	R	STOCK NUMBER	UI
		A		

THERE IS NO DATA FOR

COMPREHENSIVE REQUISITION/CUSTOM ORDER

Print

Printer Name: \\Sditap5000\210-13A-LEX-BW

Status: Ready

Type: Lexmark Universal PS3

Where: 134.136.30.161

Comment:

Print range

☒ All

☐ Pages from: 1 to: 15

☐ Selection

Copies

Number of copies: 1 1 2 2 3 3

☐ Collate

OK Cancel

Note: Country code has been erased from this report.



Practice



Now it is your turn:

- **Use your own Report.Web User-ID and password, and practice viewing, saving, and printing reports.**